



**BOARD (PUBLIC)
Report 20-056**

22 June 2020

**Appointment of a Trustee to the Integrity Commissioner Selection
Committee**

Key Contact: Michele Giroux, Executive Officer, Corporate Services, (613) 596-8211
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PURPOSE:

1. To appoint a member to the Integrity Commissioner Selection Committee.

SUPPORTING OUR STRATEGIC PLAN:

2. Conducting an open and transparent process for engaging an Integrity Commissioner is consistent with the Culture of Social Responsibility objective of the 2019-2023 Strategic Plan. The appointment of an Integrity Commissioner was an element of the 2019-2020 Board's Annual Work Plan.

CONTEXT:

3. An Integrity Commissioner Selection Committee was formed on 28 January 2020. At that time, Trustees Boothby and Blackburn were elected to the committee. However, staff has received notice of Trustee Blackburn's resignation from the Integrity Commissioner Selection Committee and a replacement is required as the committee was unsuccessful in achieving its mandate and will need to renew the process in August 2020.

KEY CONSIDERATIONS:

4. Integrity Commissioner Selection Committee Composition
The Integrity Commissioner Selection Committee is comprised of the Chair of the Board, Vice-Chair of the Board, two members of the Board appointed by the Board of Trustees, the Director or Director's designate, the Executive Officer and the Manager of Risk and Supply Chain Management and was established for the purpose of supporting the management of the search and selection process for an Integrity Commissioner.

5. Terms of Reference

The Integrity Commissioner Selection Committee shall:

- review and provide input on the draft RFP prepared by Risk Management staff;
- provide guidance on search strategy details, including posting/advertising, communication and/or targeted recruiting;
- receive and review potential candidates;
- determine a shortlist of candidates;
- interview candidates (if required); and
- recommend a preferred candidate to the Board.

6. Timelines and Meetings

The Integrity Commissioner Selection Committee will meet one (1) to two (2) times between now and mid-August 2020 to review a revised RFP. The RFP will be posted for three (3) weeks. The meeting schedule in the fall is dependent on the applications received. Meetings will be conducted using the Zoom meeting platform and typically range between one (1) and (3) hours. It is anticipated that the Integrity Commissioner Selection Committee will conclude its mandate and make a recommendation to the Board in late November.

RESOURCE IMPLICATIONS:

7. There is no cost associated with reposting the RFP to the Bids and Tenders digital platform under the District's annual subscription. Advertisements will be placed in the County of Carleton Law Association newsletter, on the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) website and in Ontario Reports, a weekly publication sent to every lawyer in the province. The Integrity Commissioner Selection Committee may also explore the option of the use of an executive search firm to assist in the shortlisting of candidates or firms.

COMMUNICATION/CONSULTATION ISSUES:

8. No external consultation is required. Staff and committee members may seek input from other school boards who have Integrity Commissioners or are seeking Integrity Commissioners on their evaluation process and compensation schedule.

RECOMMENDATION:

THAT Trustee _____ be appointed as a member of the Integrity Commissioner Selection Committee.

Michele Giroux
Executive Officer, Corporate Services

Camille Williams-Taylor
Director of Education and
Secretary of the Board

Attachments:
Appendix A: Policy P.141.GOV Integrity Commissioner